



Department of Code Enforcement & Zoning
1 W. Maple Avenue
Merchantville, NJ 08109
Phone: 856.662.2474 x 110 :: Fax 856.665.1662

WELCOME PONTENTIAL BUSINESS OWNERS

Here is a list of requirements you will need to open a business in Merchantville.

1. **You should first consult with the borough's zoning officer to see if your business is a permitted use in the zoning district you would like to put your business in.**
2. You must obtain and complete an application for occupancy / change of use (this can be obtained online at merchantvillenj.org or in the Zoning / Code enforcement office or in the borough business office).
3. Once the Occupancy application is completed it will be reviewed. If the business is a change of use for the property then an application must be submitted to the Planning BD for a change of use variance.
4. If you are going to put any signage or make any façade changes. You will need to complete an application for Historic Preservation Commission (available online at merchantvillenj.org or Zoning / Code enforcement office or in the borough business office).
5. You will also have to complete a Registration of Business w/ Bureau of Fire Prevention (available at the Merchantville Fire Dept., Zoning / Code enforcement office or in the borough business office).

Any questions can be directed to William D. Watson, Merchantville's Zoning Officer @ 856-662-2474 X 110 or wwatson@merchantvillenj.org